



CENTER FOR INTERDISCIPLINARY REMOTELY-PILOTED AIRCRAFT STUDIES

3240 IMJIN ROAD, HANGAR #510
MARINA, CA 93933

IN REPLY, REFER TO:

27 Nov 2007
Ver. 7

CIRPAS MEMORANDUM

From: Ray Jackson
To: All Potential User's of McMillan Airfield, Camp Roberts, CA
Subject: Flight operations request at Camp Roberts

1. Purpose:

To establish policy and procedures for initiating flight operation requests at CIRPAS' McMillan Airfield, Camp Roberts, CA, for non-CIRPAS flight activities. The responsible party for approving and coordinating the activities at McMillan airfield is the McMillan Field Site Manager.

2. To Request flight at either of CIRPAS facilities on Camp Roberts please complete and submit the McMillan Request form. This form can be obtained via e-mail, upon request to rpjackson@cirpas.org, on the request can be made on line at cirpas.org.

3. Range Procedures:

- The CIRPAS Site Manager, or his representative, will coordinate with the appropriate installation's Range Safety Officer(s), Frequency Manager(s), and Emergency Personnel.
- All on-site test participants must read and abide by the procedures found in the McMillan Procedures Guide, and must attend an in-briefing given by CIRPAS prior to commencement of any activities. This will normally be given the first morning of the deployment.
- All requirements identified on this Request Procedure must be completed prior to flight.
- User MUST confirm with on-site personnel prior to each day's flight and must notify on-site personnel when completed with number of sorties flown.
- During flight operations, a fire extinguisher must be available at the launch point for all gasoline powered A/C as well as any A/C above 55 lbs.
- It is the responsibility of the user to ensure that the A/C will remain on Camp Roberts property at all times and within the RAS.
- A brief status report will be provided to the CIRPAS Site Manager prior to departure. The status report should include items such as (1) number of sorties (2) duration of each sortie (3) time of day of flight(s) (4) synopsis of flight activity (5) number of personnel onsite

4. De-confliction:

The CIRPAS Site Manager will resolve any schedule conflicts between users of McMillan Airfield. All effort is made to de-conflict Range Times with the CA-ANG at Camp Roberts and the Naval Postgraduate School; however, the National Guard and Naval Postgraduate School training takes priority over CIRPAS customers and could conflict with scheduled use.

5. Confirmation:

Only the CIRPAS Site Manager can approve flight activity at McMillan Airfield. Upon receipt of the request, the Site Manager will respond within 10 working days with cost and tentative scheduling.

The CIRPAS Site Manager or Government Flight Representative (GFR) may ask for additional information about the proposed test activity prior to approval. No flight activity can occur at McMillan Airfield without specific approval from the CIRPAS Site Manager.

6. Funding:

- MIPRs: If flights are sponsored by a government agency, the best way to pay is with a MIPR. MIPR (DD Form 448) or Order for Work or Services (NAVCOMPT Form 2275) Information:

Address to:

President
Naval Postgraduate School
Attn: Code 21
Monterey, CA 93943-5000

Include:

- NPS Technical POC: Robert T. Bluth, 831-384-2776 x 10
- NPS Financial POC: Yolanda Forrester, 831-656-2247
- NPS Admin POC: Danielle Kuska, 831-656-2099
- Brief Statement about purpose of funding, i.e., Funding is provided for flight testing of XYZ at McMillan Air Field, Camp Roberts, CA.
- Period of Performance for work... Start Date to End of FY (30 Sept XX)

Signed funding documents can be faxed to:

Funds Receipt

831-656-2843

- Technical Service Agreement: A Technical Service Agreement between NPS and private contractors is required if not Government sponsored. Please provide the name of the individual from the company who can sign the agreement obligating funds along with complete address and phone number.
- Upon payment the schedule can be firmed up. NOTE: Funds must be received NLT 30 days prior to your desired deployment dates or you may lose your slot.